

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

9 items *R6 15*
TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

Copy (XCD)
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DATE RECEIVED APR 8 1974	JOB NO. NC 174-204
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>4-26-74</i> Date	<i>James R. Rhoads</i> Archivist of the United States

1. FROM (AGENCY OR ESTABLISHMENT)
VETERANS ADMINISTRATION
2. MAJOR SUBDIVISION
Department of Data Management
3. MINOR SUBDIVISION
Data Processing Centers
4. NAME OF PERSON WITH WHOM TO CONFER
Mr. H. D. Thombs
5. TEL. EXT.
IDS 148-3662
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of **1** of **2** page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

4/4/74 (Date) *Michael A. Benson* (Signature of Agency Representative) **Asst. Administrator for Planning and Evaluation** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	CHIEF ATTORNEY AUTOMATED DIARY AND INDEX TAPE/DISK SYSTEM MAGNETIC TAPE FILES.		
1.a.	Magnetic Tape Files. Guardianship Master Record Tape Files, containing the basic fiduciary and beneficiary records data for each guardianship case. 100 days after creation.		
1.b.	Transaction Tape Files.		
1.b.(1)	Current Month Activity (CMA) Tape Files, containing all edited current month transactions appearing on the CMA disk file. 100 days after creation.		
1.b.(2)	Edited Weekly Activity Tape Files, containing edited fiduciary and beneficiary records - diary and action records. 5 days after the data are merged onto the Current Monthly Activity Tape File.		
1.b.(3)	Inforex Key Entry Tape Files, containing raw input fiduciary and beneficiary transactions.		

Copy sent to agency 5/1/74 [initials]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	5 days after the successful completion of the tape edit run.		
1.c.	Print Tape Files.		
1.c.(1)	Sorted Fiduciary - Veteran Index Tape Files, containing data used to produce fiduciary and index cards for all new cases entering the system. After the writeouts have been approved and released.		
1.c.(2)	Sorted Fiduciary - Veteran Index Tape Files, containing data used to produce fiduciary and index cards reflecting monthly change transactions directed to a fiduciary or veteran name field in an existing record on the Master File. After the writeouts have been approved and released.		
1.c.(3)	Sorted Fiduciary - Veteran Index Tape Files, containing data used to produce complete new fiduciary and veteran index files. After the writeouts have been approved and released.		
1.c.(4)	Beneficiaries per Terminal Digit and File Reconciliation Tape Files, containing data used to print the Beneficiaries per Terminal Digit and File Reconciliation Report. After the related writeout has been approved and released. Simultaneous separate submission to Records Management Services Branch, GAO. Prior to disposal of these records, consideration will be given to the moratorium on disposal of ADP records, pending outcome of the Federal anti-trust suit against IBM.		
1.d	Disk Packs containing Chief Attorney Automated Diary and Index System records data. Destroy files data in accordance with the system's design. (Non Record) <i>Item 1.d added with approval of H. D. Thomas (4/19/74) - PL</i>		